

**Solicitation Number: 05-0001-14**  
**Technical and Programmatic Support**  
**to the Office of Naval Research (ONR) Code 33**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 - Technical, Programmatic and Engineering Support Services are due by 2:00 PM (local), 28 December 2004

**1.0 Background**

The Office of Naval Research (ONR), Engineering, Materials, and Physical Science and Technology Department (Code 33), requires technical and programmatic support services. The services will support a variety of naval technology programs including Energetic Materials, Undersea Weaponry, Hydrodynamics, X-Craft, Welding S&T, Corrosion Coatings, Environmental Quality (Coatings and Membranes), Expeditionary Unit Water Purification, Novel Power and Energy Transfer, and overall technical support for Code 33.

**2.0 Statement of Work**

**2.1 Objective**

The Engineering, Materials, and Physical Sciences Department (ONR 33) invests in a diverse portfolio of science and technology projects in areas that include Energetic Materials, Undersea Weaponry, Hydrodynamics, X-Craft, Welding, Corrosion Coatings, Environmental Quality (Coatings and Membranes), Expeditionary Unit Water Purification, and Novel Power and Energy Transfer. Concepts successfully developed in these areas and transitioned to acquisition programs will be applied to surface ship, submarine, and Naval weapon systems to improve Naval warfighting capabilities. The objective of this effort is to provide program-level technical, engineering, administrative, and programmatic support to ONR Code 33.

**2.2 Scope**

The contractor shall provide technical, engineering, administrative, and program management support to the Energetic Materials, Undersea Weaponry, Hydrodynamics, X-Craft, Welding, Corrosion Coatings, Environmental Quality (Coatings and Membranes), Expeditionary Unit Water Purification, Novel Power and Energy Transfer, and other programs under the cognizance of Code 33. Details of the scope of work are described in Section 2.3 (Technical Task/Requirements) Specific requirements are described in Section 3 (Personnel Requirements).

**2.3 Technical Tasks/Requirements**

**2.3.1 ONR 331 – Environmental Quality (Coatings and Membranes), Expeditionary Unit Water Purification, Thermal Management, and Polymer Science**

- Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, which

includes, but is not limited to, the following: assisting in the program/project planning, program staff coordination, program/project/financial reviews, technology assessments, data analyses, conference and seminar activities, and program-specific financial issues. Includes assistance and support with preparing and drafting analyses, presentations, testimonies, speeches, and reports relative to project

- Aids in developing management tools that help define, observe, and assess actions that move ONR toward strategic goals affordably and speedily. Help develop technology transition/transfer plans that incorporate the latest advances in science and technology programs with on-going/planned technology and acquisition programs
- Organize workshops, symposia, and program reviews, including site preparation, and technical agenda development. These meetings may be held in government facilities, hotels with conference facilities, convention centers, or in the contractor's facilities. Obtain information and prepare briefings for the Program Officer. Collect, review, and organize PI task statements, monitor financial expenditures, and facilitate special program awards such as STTR, SBIR, and Naval International Cooperative Opportunities In Science & Technology Program (NICOP). Reports on project interrelationships, including preparation of Microsoft Project and/or PowerPoint presentations. Research and monitor congressional interest items, process proposals, prepare travel plans, travel orders and travel claims. Maintain travel database, monitor travel budget, prepare travel vouchers, and prepare reports on the status of travel usage
- Create Web pages in support of research program and technical meetings. Identify and utilize latest IT resources and capabilities (CD ROM reporting, interactive WEB sites, etc) to facilitate information retrieval and dissemination
- Provide administrative support for all division office functions

### **2.3.2 ONR 332 – Welding S&T, Coatings and Corrosion**

- Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, which includes, but is not limited to, the following: assisting in the program/project planning, program staff coordination, program/project/financial reviews, technology assessments, data analyses, conference and seminar activities, and program-specific financial issues. Includes assistance and support with preparing and drafting analyses, presentations, testimonies, speeches, and reports relative to project
- Aids in developing management tools that help define, observe, and assess actions that move ONR toward strategic goals affordably and speedily. Help develop technology transition/transfer plans that incorporate the latest advances in science and technology programs with on-going/planned technology and acquisition programs
- Organize workshops, symposia, and program reviews, including site preparation, and technical agenda development. These meetings may be held in government facilities, hotels with conference facilities, convention centers, or in the contractor's facilities. Obtain information and prepare briefings for the Program Officer. Collect, review, and organize PI task statements, monitor financial expenditures, and facilitate special program awards such as , SBIR, and NICOP.

Reports on project interrelationships, including preparation of Microsoft PowerPoint presentations. Research and monitor congressional interest items, process proposals, prepare travel plans, travel orders and travel claims. Maintain travel database, monitor travel budget, prepare travel vouchers, and prepare reports on the status of travel usage

- Create Web pages in support of research program and technical meetings. Identify and utilize latest IT resources and capabilities (CD ROM reporting, interactive WEB sites, etc) to facilitate information retrieval and dissemination
- Provide administrative support for all division office functions

### **2.3.3 ONR 333 – Energetic Materials, Undersea Weaponry, and Hydrodynamics Program Support**

- Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, which includes, but is not limited to, the following: assisting in the program/project planning, program staff coordination, program/project/financial reviews, technology assessments, data analyses, conference and seminar activities, and program-specific financial issues. Includes assistance and support with preparing and drafting analyses, presentations, testimonies, speeches, and reports relative to project
- Conduct engineering evaluations of liquid fuels and combustion. Develop executable program plans for understanding, predicting, and controlling fuels and their combustion behavior for improved performance and reduced emissions
- Conduct engineering evaluations of fluid dynamics tools and technologies relevant to increasing the operating envelope of ships in high sea states, reducing signatures, and increasing fuel efficiency. Analyze hydrodynamic hypothesis proposed for fuel-efficient ships. Develop executable program plans for surface ships and submarines focused on signature issues such as the wake homing torpedo, submarine propulsor technology with the attendant signature and weapon technology
- Conduct engineering evaluations of energetic materials and processes, synthesis, characterization, manufacturing, and their combustion and detonation characteristics
- Conduct engineering evaluations of undersea weaponry technology such as guidance and control, electric and thermal propulsion, warheads, and unmanned undersea vehicles (UUV's)
- Develop integrated technology roadmaps incorporating science and technology programs with on-going and planned acquisition programs
- Organize workshops, symposia, and program reviews, including site preparation, and technical agenda development. These meetings may be held in government facilities, hotels with conference facilities, convention centers, or in the contractor's facilities. Obtain information and prepare briefings for the Program Officer. Collect, review, and organize PI task statements, monitor financial expenditures, and facilitate special program awards such as STTR, SBIR, and NICOP. Reports on project interrelationships, including preparation of Microsoft PowerPoint presentations. Research and monitor congressional interest items, process proposals, prepare travel plans, travel orders and travel claims. Maintain travel database, monitor travel budget, prepare travel vouchers, and prepare reports on the status of travel usage

- Create Web pages in support of research program and technical meetings. Identify and utilize latest IT resources and capabilities (CD ROM reporting, interactive WEB sites, etc) to facilitate information retrieval and dissemination
- Prepare correspondence related to Mechanics and Energy Conversion Division in accordance with Department of Navy Correspondence Manual. Letters are prepared for the signatures of ONR personnel such as the Admiral, Department Head, Division Director, or Program Officer
- Provide administrative support for all division office functions including preparation of correspondence related to Mechanics and Energy Conversion Division in accordance with Department of Navy Correspondence Manual. Letters are prepared for the signatures of ONR personnel such as the Admiral, Department Head, Division Director, or Program Officer

#### **2.3.4 ONR 33X**

- Provide programmatic support the X-Craft Project. Responsibilities include generating documents and briefings, filing and organizing paperwork, coordinating support efforts by external organizations, documenting meeting minutes, and performing miscellaneous project-related tasks
- Interact with, assist in gathering information, and be a general point of contact for related commands (Space and Missile Defense Command, COMNAVSURFPAC, Naval Sea Systems Command) and contractors. Keep the Project Manager/Deputy Project Manager informed at all times
- Help gather appropriate research on various issues that arise throughout the X-Craft construction process. Research topics vary widely and have included weapon systems, Navy instructions and manuals, a variety of military hardware (small boats, manned and unmanned vehicles, and communication systems), manning, aviation certification, risk management, and operational profiles for the vessel. The Internet, NAVSEA, defense publications, and ONR personnel are all used as resources
- Be familiar with documents, manuals, briefs, and all other information stored in the X-Craft files on the ONR server and in the office storage cabinets. Act as primary point of contact for all non-technical information concerning the X-Craft project
- Contract Data Requirements Lists (CDRLs) – Track all contract deliverables. Store electronically on the ONR server and/or by hardcopy in the file cabinets. Generate, store, and track response letters for CDRLs.
- Prepare, revise and maintain project summary briefings, typically in PowerPoint format
- Provide assistance to the Project Manager/Deputy Project Manager and Ship Design Manager/Deputy Ship Design Manager in day-to-day tasks. Give input to decision-making process for programmatic and technical issues
- Provide administrative support for all division office functions

#### **2.3.5 ONR 33 Department Support**

- Provide services to assist ONR in planning, executing and evaluating investment strategies and organizational resource allocations. This includes, but is not limited to, conducting engineering and programmatic assessments of ONR's investment portfolio and operations, providing evaluations and assessments of

program balance and return on investments, and reviewing and assessing operational procedures.

- Provide services to identify, recommend, coordinate and prepare applicable assessments, plans, strategies and opportunities for the transition of technology programs for further development and deployment in the fleet. This includes, but is not limited to, providing coordination and technical support to the Future Naval Capabilities (FNC) transitional areas of interest.
- Review, identify and assess emerging requirements, technologies, capabilities, concepts, tactics of interest, and possible teaming relationships in areas related to ONR's objectives for selected technology programs.
- Develop and implement a web site to collect End of Year Reports for the Office of Naval Research Code 33, compile and organize the report input, and distribute the collection of reports via compact disk (CD).

#### **2.3.6 Special Studies and Special Advisory Groups**

Special Studies and Special Advisory Groups will be required to support the tasks specified herein. The requirement for the Special Studies and Special Advisory Groups, along with the estimated cost, is provided as follows.

Support for special studies and special advisory groups may be required to provide additional management and technical assistance to support the ONR Code 33 roles and responsibilities. As requirements become better defined, the contractor may be tasked to call upon special advisory groups to support ONR Code 33 programs. The special advisory groups should be structured to provide individuals with unique skills, knowledge and abilities that, in general, can advance the mission assigned to ONR Code 33, and specifically, bring the special skills and experience required for the task at hand.

Government Estimate for Special Studies and Special Advisory Groups	
Base Period	\$150,000.00
Option 1	\$150,000.00
Option 2	\$150,000.00
Option 3	\$150,000.00
Option 4	\$150,000.00

**NOTE: This estimate is based on 2 people for 1/3 time, which equates to approximately 667 hours per person, per year.**

## **2.4 Reports Data and Other Deliverables**

### **2.4.1 Deliverables**

The following deliverables are required to support this project.

- Technical evaluations and reports. The contractor shall provide technical evaluations and reports as required by the ONR Program Office. Contractor format is acceptable
- Presentation material. The contractor shall provide presentation materials as required by the ONR Program Office. Contractor format is acceptable
- Travel reports. The contractor shall provide travel reports no later than 30 days after the conclusion of the travel requirement specified by the ONR Program Office. The report shall contain dates, locations of travel, purpose, total cost with unusual cost items (including registration fees) specifically set forth, tasks performed, and accomplishments. If publications or proceedings documentation were distributed a copy may be included with the report. Contractor format is acceptable
- Other reports, memoranda, and papers. The contractor shall provide other reports, memoranda, and papers as required by the ONR Program Office. Contractor format is acceptable
- Final report. The contractor shall provide a final report at the completion of the base period, and if applicable, each option period. The report shall include a summary of the major tasks and accomplishments and a roll up and compilation of the information provided in the quarterly reports. The ONR Program Office will provide input and contractor format is acceptable

### **3.0 Personnel Requirements**

#### **3.1 Personnel Qualifications**

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

##### **3.1.1 General Requirements**

Supporting the wide range of engineering and programmatic activities sponsored by ONR Code 33 requires contractors with a diverse set of management abilities, technical capabilities and experience. This Statement of Requirements seeks contractors that have demonstrated experience in the following areas:

- Knowledge and experience in Energetic Materials, Undersea Weaponry, and Hydrodynamics, X-Craft, Welding S&T, Corrosion Coatings, Environmental Quality (Coatings and Membranes), Expeditionary Unit Water Purification, Thermal Management, Polymer Science and related systems
- Knowledge of Office of Naval Research policies and procedures
- Knowledge of Future Naval Capabilities and their relationship to Office of Naval Research technology efforts
- Capable of developing planning methodologies to analyze research programs
- Experience with the preparation of studies and analyses of current and future naval equipment and force structure requirements
- Experience providing expert opinions and analysis and presenting results either in the form of technical papers or formal briefings
- Able to evaluate, develop, and suggest improvements to analytical models, procedures, and techniques
- Capable of developing and maintaining key documents and master plans that incorporate all relevant studies and analyses

### 3.1.2 Personnel Requirements

- The **Senior Program Manager** assigned to this task must have at least a Master's degree in a scientific or engineering discipline related to the task objectives, or extensive related work experience. The candidate should have demonstrated competence in the areas of technology roadmapping, technical cost modeling, and the economic assessment of emerging technologies. In addition, the position requires experience with the operations, functions, objectives, and administrative procedures of ONR Code 33. The candidate should have a TOP SECRET clearance.
- The **Senior Scientist** assigned to this task must have at least a Master's degree in a scientific or engineering discipline related to the task objectives and have significant experience with corrosion, stress corrosion, oxidation and coatings. The candidate should possess strong interpersonal, organizational, communication and analytical skills. In addition, the position requires experience with the operations, functions, objectives, and administrative procedures of ONR Code 332. The candidates should have a minimum SECRET clearance.
- The **Senior Engineer(s)** assigned to this task must have at least a Master's degree in a scientific or engineering discipline related to the task objectives, and have experience with energetic materials and/or safety, arming, and fuzing devices. The candidates should have demonstrated competence in Microsoft Office and possess strong interpersonal, organizational, communication and analytical skills. In addition, the position requires experience with the operations, functions, objectives, and administrative procedures of ONR Code 333. The candidates should have a minimum SECRET clearance.
- The **Junior Engineer** assigned to this task must have at least a Bachelor's degree in a science or engineering discipline (preferably Chemical Engineering), and related work experience in propulsion processes. The candidate should have demonstrated competence in Microsoft Office, including Microsoft Access and Excel. The candidate should possess strong interpersonal, organizational, communication and analytical skills. In addition, the position requires experience with the operations, functions, objectives, and administrative procedures of ONR Code 333. The candidate should have a minimum SECRET clearance.
- The **Project Coordinator** assigned to this task should possess a Bachelor's degree in science, business, or related discipline and have prior naval (military) experience, particularly in the areas of surface warfare, engineering, personnel administration, and pre-commissioned vessels. The candidates should have demonstrated competence in Microsoft Office, Microsoft Project and PowerPoint, and Microsoft Outlook. The candidate should possess strong interpersonal, organizational, communication and analytical skills and be able to generate official documents and correspondence that require little or no editing. The candidates should have a minimum SECRET clearance.
- The **Program Analysts** assigned to this task must possess a Bachelor's degree in a scientific or business discipline and have recent experience in ONR 33 relevant technologies. The candidates should have demonstrated competence in Microsoft

Office, Microsoft Project and PowerPoint, Microsoft Outlook, and INRIS. The candidate should possess strong interpersonal, organizational, communication and analytical skills. The candidate should be able to prepare reports gleaned from information in the INRIS database. The candidates should have a minimum SECRET clearance.

- The **Program Assistant** assigned to this task must possess recent and relevant work experience within ONR Code 333 and Code 33X projects. The candidate should have demonstrated competence in Microsoft Office, Microsoft Project, Microsoft Outlook, and INRIS. The candidate should possess strong interpersonal, organizational, communication and analytical skills. The candidate should be able to prepare reports gleaned from information in the INRIS database. The candidate should have a minimum SECRET clearance.
- The **Software Engineer** assigned to this task must possess a minimum of a Bachelor's degree in Computer Science or related discipline and have relevant work experience within ONR Code 33. The candidate should have expertise in web-based tools and databases. The candidate should possess strong interpersonal, organizational, communication and analytical skills. The candidate should have a minimum SECRET clearance.

### 3.1.3 Labor Category/Level of Effort Requirements

Job Category	Level of Effort (Base Period)
Senior Program Manager	400
Senior Scientist	300
Senior Engineer	1000
Junior Engineer	2000
Project Coordinator	2000
Program Analyst	8000
Program Assistant	4000
Software Engineer	300
<b>Total Hours for Base Period</b>	<b>18000</b>

**NOTE: 2,000 hours is equivalent to one (1) man-year**

## 3.2 Level of Effort

**3.2.1** The level of effort has been estimated for the proposed contract. Both a 18,000 man-hours in the base period and 18,000 man-hours for four option years for a total of 90,000 man-hours.

**3.2.2 Base Period:** The base period of performance will be from contract award through 12 months thereafter. The level of effort anticipated for this period is approximately 9.0 man-years at an average rate of approximately 1,500 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.



<b>Job Category</b>	<b>Level of Effort (Base Period)</b>
Senior Program Manager	400
Senior Scientist	300
Senior Engineer	1000
Junior Engineer	2000
Project Coordinator	2000
Program Analyst	8000
Program Assistant	4000
Software Engineer	300
<b>Total Hours for Base Period</b>	<b>18000</b>

**NOTE: 2,000 hours is equivalent to one (1) man-year**

**3.2.3** The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

**3.2.4 Option Period 1:** The Option 1 period of performance will be from contract award through 12 months thereafter. The level of effort anticipated for this period is approximately 9.0 man-years at an average rate of approximately 1,500 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

<b>Job Category</b>	<b>Level of Effort (Option Year 1)</b>
Senior Program Manager	400
Senior Scientist	300
Senior Engineer	1000
Junior Engineer	2000
Project Coordinator	2000
Program Analyst	8000
Program Assistant	4000
Software Engineer	300
<b>Total Hours for Base Period</b>	<b>18000</b>

**NOTE: 2,000 hours is equivalent to one (1) man-year**

**3.2.5 Option Period 2:** The Option 2 period of performance will be from contract award through 12 months thereafter. The level of effort anticipated for this period is approximately 9.0 man-years at an average rate of approximately 1,500 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

<b>Job Category</b>	<b>Level of Effort (Option Year 2)</b>
Senior Program Manager	400
Senior Scientist	300
Senior Engineer	1000
Junior Engineer	2000
Project Coordinator	2000
Program Analyst	8000
Program Assistant	4000
Software Engineer	300
<b>Total Hours for Base Period</b>	<b>18000</b>

**NOTE: 2,000 hours is equivalent to one (1) man-year**

**3.2.6 Option Period 3:** The Option 3 period of performance will be from contract award through 12 months thereafter. The level of effort anticipated for this period is approximately 9.0 man-years at an average rate of approximately 1,500 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

<b>Job Category</b>	<b>Level of Effort (Option Year 3)</b>
Senior Program Manager	400
Senior Scientist	300
Senior Engineer	1000
Junior Engineer	2000
Project Coordinator	2000
Program Analyst	8000
Program Assistant	4000
Software Engineer	300
<b>Total Hours for Base Period</b>	<b>18000</b>

**NOTE: 2,000 hours is equivalent to one (1) man-year**

**3.2.7 Option Period 4:** The Option 4 period of performance will be from contract award through 12 months thereafter. The level of effort anticipated for this period is approximately 9.0 man-years at an average rate of approximately 1,500 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

<b>Job Category</b>	<b>Level of Effort (Option Year 4)</b>
Senior Program Manager	400
Senior Scientist	300
Senior Engineer	1000
Junior Engineer	2000
Project Coordinator	2000
Program Analyst	8000
Program Assistant	4000
Software Engineer	300
<b>Total Hours for Base Period</b>	<b>18000</b>

**NOTE: 2,000 hours is equivalent to one (1) man-year**

#### **4.0 Order Details**

**4.1 Contract Type:** The Navy anticipates awarding a cost plus fixed fee level of effort task order.

**4.2 Period of Performance:** The period of performance for the Base period shall be 12 months from time of award with four (4), one-year options.

#### **4.3 Other Direct Costs (ODCs)**

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed (NTE) \$75,000.00 per year.

This NTE amount of \$75,000 shall be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

**4.3.1 Travel and Per Diem** - Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

**4.3.2 Other Direct Costs (Other than Travel and Per Diem)** - ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

**4.4 Place of Performance:** Work will normally be performed at the Contractor's facility, Government Facility, or reserved conference facility (including classified work/meeting up to secret level) as required by task.

**4.5 Government Furnished Resources (GFR):** The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

**4.5.1 Facilities, Supplies and Services:** It is anticipated that nine (9) full-time contractor employees shall be provided at the Office of Naval Research (ONR), 800 N. Quincy St., Arlington, VA. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities shall be verified in advance with the designated Contracting Officer's Representative (COR). If additional work at Government provided facilities is dictated by the tasks being performed, these facilities shall be provided at the ONR site or other Government facilities nearby. Parking facilities are not provided; however, several private (pay) parking facilities are located in the area. The office is within walking distance of the Ballston and GMU/Virginia Square Metro stations.

**4.5.2 Information:** All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

**4.5.3 Documentation:** All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

**4.5.4 Equipment:** With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI on or about 1 OCT 2005. During the performance of the Order, if either party (Government or Contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

**4.6 Subcontracts/Consultants:** Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks. In accordance with FAR 52.219-14 of the MATOC contracts, Contractor employees shall perform at least 50 percent of the cost of contract performance incurred for personnel.

**4.7 Security Requirements:**

a) Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

#### **4.8 Organizational Conflict of Interest**

(a) The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

(b) The Contractor agrees that, during performance of the contract resulting from this Order solicitation and for a period of two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or participant in any Government contracts, grants, partnerships, programs, or other agreements under the Energetic Materials, Undersea Weaponry, Hydrodynamics, X-Craft, Welding, Corrosion Coatings, Environmental Quality (Coatings and Membranes), Expeditionary Unit Water Purification, Novel Power and Energy Transfer, and other research programs.

#### **5.0 Proposal Requirements**

**5.1 Proposal Format:** The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) **Cost Proposal:** The contract should provide a summary cost proposal for the total effort (including base and option periods), as well as a cost proposal for each of the base and option periods. The Contractor should submit a cost proposal indicating the price per labor hour (to include cost and profit) for the quantities and types of labor proposed. The Contractor should break out the proposed direct labor categories, rates and hours, labor escalation rates, indirect rates (Fringe Benefits, on and off-site Overhead, G&A, Facilities Cost of Money, etc), any consultants/subcontracts, and the indirect rate, if any, to be applied to Travel/ODCs.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

**5.2 Other Required Documents:** Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

**5.2.1 Non-Disclosure Agreement.** Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A to this solicitation includes the current NDA that should be used, unless otherwise instructed by the Government.

**5.3 Proposal Submission:** The due date for submission of proposals for this solicitation is 2:00 PM (local time) on 20 December 2004. Proposals can be:

- (a) E-mailed to D. Lee Arbaiza at arbaizd@onr.navy.mil
- (b) Sent by regular mail or hand delivered. The original and two copies must arrive by the above deadline at the following address:

Office of Naval Research  
Attention: D. Lee Arbaiza  
800 North Quincy Street, Code 0254  
Arlington, VA 22217-5660  
Ref: 05-0001-14

## **6.0 Evaluation Information**

**6.1 Evaluation Criteria:** A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

### Technical Factors

- (1) Proposed key personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts:
  - a. quality or deliverable
  - b. cost control
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

Factors 1, 2, and 3 are equally weighted. Factor 4 is of less value than factors 1 through 3. Factor 5 is equal to the sum of Factors 1 through 4.

In evaluating past performance, the procedural requirements in FAR 42.15 are not mandatory. However, past performance will be based on the Government's subjective evaluation of the Contractor's performance information relative to previous efforts for the same or similar services, if any, provided in the past. Offerors should include contract numbers, description of work, and name and telephone number of the Government point of contact where applicable. For Factor 3, subfactor (a), Quality of deliverable is more important than subfactor (b), "Cost control."

**6.2. Award:** The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or around 27 December 2004.

**7.0 Submission of Questions:** Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

**8.0 Solicitation Amendments:** Any amendments to this solicitation will be posted along with the solicitation on the ONR website. An e-mail notice will be sent to all potential Offerors at the time the amendment is posted. It is the Offeror's responsibility to regularly check for e-mail notices and the posting of solicitations/amendments.

**9.0 Point of Contact:** The Point of Contact for this solicitation is D. Lee Arbaiza, Code 0254.